PRINTING CONFIDENTIAL DOCUMENTS

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How to print a confidential document
Ricoh PRO 907EX & Aficio MP9001

You must havea copier installed as one of your printers in order to print confidentialdocuments. The copier will hold the job you send until you go to the copier topick it up.
From your computer1.On the [File] menu, click [Print].
2.Select the copier as your printer, and thenclick [Properties].
3.In [Job Type], select [Locked Print].
4.Click [Details...].
5.Specify [User ID] and [Password]. These arefor one time use and are not stored on the copier. You can select any usernameand any password you want as long as it is 4 8 characters long.
6.Click [OK], and then reconfirm password.
Fromthe copier1.Log in to the machine with your Windows username and password.

2. Press the[Printer] key to the left of the screen.
3.Press [Print Jobs] on the bottom of the screen.
4.Press [Locked Print Job List] on the left of the screen.
5.Select your document, andthen press [Print].
6.Enter your password, and then press [OK]. This is the password you created on step 5 above.

7.Reconfirm by pressing [Yes].
8. When done, press [Exit]

The locked print file isprinted and deleted afterwards.